EMERGENCY SERVICES DIVISION	Procedure No. EP-SOP-2.11C
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Procedure Title: Community Briefing Coordinator Checklist

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http://www.bnl.gov/emergencyservices/ep/EP%20Procedures/EP-SOP%20list.htm

Attachment C
Community Briefing Coordinator Checklist

Note: The sequence of these steps is recommended, but not mandatory.

STEP	PROCEDURE	COMPLETED/TIME
1.	Upon notification of the EIC Manager, notify stakeholders from notification lists.	_____
2.	Notify the EIC Manager when the call list has been completed and any issues that have arisen during call downs.	_____
3.	Assist in providing call reception, notifications, call ins of staff and other communications directed by the EIC Manager.	_____
4.	Keep the EIC Manager informed of the nature and number of incoming calls/information requests being received.	_____
5.	At the direction of the EIC Manager, ensure that key stakeholders are updated of events as appropriate.	_____
6.	At the conclusion of the event ensure that key stakeholders are notified that the event has concluded.	_____

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